

SPECIAL DISTRICT REPORTING

with the State Controller's Office

Top Ten Reporting Issues to Check Before Submitting Your 2013-14 Special District Financial Transactions Report

1. Major variances require **FOOTNOTES**. If you have an overall reporting change, you can add an explanation in the Comments form. The footnote panel can be accessed by double clicking on the field that the balance was reported in.
 - Invalid footnotes will be questioned. Simply stating “Correct” or “Confirmed OK” or “increase/decrease” is not acceptable. We do not need great detail in the footnotes, but please indicate what caused the variance (e.g., “New AB 1234 law enforcement grant”).
2. Make sure all **DEBT** reported has Principal and Interest (P&I) payments or, if none, add footnotes to explain why there are no current year payments.
 - Long-Term Debt
 - *Principal Amount Issued During Fiscal Year*
 - Report the total amount of principal **issued** during the fiscal year on the Long-Term Debt form.
 - Use a separate form for each debt issued.
 - For **Non-Enterprise Activities**, the principal amount issued must also be reflected on the Non-Enterprise Activity’s Revenues, Expenditures, Sources and Uses form on the Proceeds of Long-Term Debt line.
 - *Principal Amount Matured During Fiscal Year*
 - Report the amount of principal **paid** during the fiscal year on the Long-Term Debt form. Do **not** include the current portion of principal amounts that are payable in the following fiscal year or the interest payment during the fiscal year.
 - For **Non-Enterprise Activities**, the principal payments reported must also be reflected on the Non-Enterprise Activity’s Revenues, Expenditures, Sources and Uses form on the Retirement of Long-Term Debt line.
 - *Interest Payment During the Fiscal Year*
 - Report interest payment on the Interest on Long-Term Debt line on the Revenues, Expenditures, Sources and Uses Form of the non-enterprise or enterprise activity that relates to the debt.
 - Other Long-Term Debt
 - “Liability” type debts that have no P&I payments (e.g., Compensated Absences and Other Post-Employment Benefits (OPEB)) as well as interfund loans (e.g., General Fund loan to Enterprise) should not be included in the report.

SPECIAL DISTRICT REPORTING

with the State Controller's Office

Top Ten Reporting Issues to Check Before Submitting Your 2013-14 Special District Financial Transactions Report

- State or Federal loans that are “construction” related should be reported on the Construction Financed by the US and/or the State of California form.
 - Lease obligations that have a term of less than 10 years (e.g., copiers, vehicles, etc.) should be reported on the Long-Term Debt form as Other long-term indebtedness.
3. **PRIOR PERIOD ADJUSTMENT** exceeding 20% of the Fund Equity, Beginning of Period, must have a footnote to explain a reason for the adjustment.
4. The **ACTIVITY TYPE** must reflect the services the Special District provides. Select the type of non-enterprise/enterprise activity for which this report is being prepared. If preparing a paper report, select the appropriate non-enterprise activity from the list on page 12 of the Special District Reporting Instructions.

If the Special District has any debt reported on the debt forms, the activity reported on the debt form must match the activity on the non-enterprise/enterprise form (e.g., “Fire Protection activity reported on the non-enterprise form must have Fire Protection selected as the activity type on the debt form”).

5. The **OTHER FIELDS** on the revenue and expenditure forms are for items that do not apply to a hardcoded field elsewhere on the form. Please review all of the fields on the forms before reporting an item as “Other.” Please provide a footnote if data is reported on the Other lines.
6. **SPECIAL ASSESSMENT, MELLO-ROOS AND MARK-ROOS BONDS**
- Do not include interest or principal payments for 1911 Act Bonds, 1915 Act Bonds on the Revenues, Expenditures, Sources and Uses form. Transactions and balances relating to these bonds should be **only** reported on the Special Assessments, Mello-Roos Long-Term Debt form.
 - Report assessments made for the payoff of bonds related to the Mello-Roos and Mark-Roos Bond Acts on the Special Assessments line on the Revenues, Expenses, and Changes in Fund Equity Form.
7. **RESIDUAL EQUITY TRANSFERS** should be reported only for non-recurring or non-routine transfers of equity to **other agencies**. For example, transfers of residual balances of a dissolved district which was assumed by a new city. A footnote must be included to explain

SPECIAL DISTRICT REPORTING

with the State Controller's Office

Top Ten Reporting Issues to Check Before Submitting Your 2013-14 Special District Financial Transactions Report

why a transfer was made. Transfers between funds within the agency should be reported as Operating Transfer In/Out on the Revenues, Expenditures, Sources and Uses form.

8. **APPROPRIATIONS LIMIT INFORMATION** form must be completed by all special districts that receive property taxes and are subject to the provisions of California Constitutional Article XIII B. Refer to California Constitutional Article XIII B for specific information on this requirement. If the Special District is exempt from having an appropriation, note so in the General Comment form. Please note that failure to report your Appropriations Limit might affect your mandated cost reimbursement.
9. Special District that has **NO FINANCIAL TRANSACTIONS** during the year must still file the Cover Page Form and the General Information Form of the Special Districts Financial Transactions Report, stating "No Activity" on the Cover Page Form. Special District that has no financial transactions but has an **outstanding debt** taken out in the Special District's name, must report the debt and any debt payments on the Long -Term Debt and Revenues, Expenses, and Changes in Fund Equity forms.
10. **RUNNING A LITTLE BEHIND?** We cannot grant extensions, but . . .
 - The fastest way to meet the report filing requirements is to submit your **REPORT** via FTP. If you are unable to submit your reports via FTP, please contact the Special Districts Reporting Unit at RDA-SDsupport@sco.ca.gov or (916-327-1017) for other options. Submit our signed Cover Page and the Bureau of Census form afterward.

If you have any questions or need assistance, please contact:
Special Districts Reporting Unit • (916) 322-1017 •